February Timecard

Please Circle Grade Level and Work Day: Fr So Jr Sr
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Arrupe Corporate Work Study Program

*Please complete all log entries, including your supervisor's signature. Your reflection is MANDATORY and should indicate that you have thought critically about your day. Each prompt asks you to consider an expectation from the performance evaluation (**bolded**) as well as how it relates to the Grad at Grad (in parenthesis). Give the time card to your driver every evening. If you do not ride an Arrupe vehicle, you must turn in your timesheet by 9:00 am the day after you work! **Feel free to write on the back!***

STUDENT NAME: _____ **Company:** _____
BUS ROUTE:_____

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	1 Did Not Meet Expectations	2 Occasionally Met Expectations	3 Met Expectations	4 Occasionally Exceeded Expectations	5 Consistently Exceeded Expectations	☐ CWSP Please Contact Me

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.
_____
_____

STUDENT: Describe a project or task in which you are more **efficient** now than when you first learned how to do it. ***(Work Experienced***):
_____

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	1 Did Not Meet Expectations	2 Occasionally Met Expectations	3 Met Expectations	4 Occasionally Exceeded Expectations	5 Consistently Exceeded Expectations	☐ CWSP Please Contact Me

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.
_____
_____

STUDENT: What new opportunity would you like to pursue this spring and what is one thing you can do to **persist** towards that goal (***Open to Growth)***:
_____
_____

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	1 Did Not Meet Expectations	2 Occasionally Met Expectations	3 Met Expectations	4 Occasionally Exceeded Expectations	5 Consistently Exceeded Expectations	☐ CWSP Please Contact Me

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.
_____
_____

STUDENT: Describe a time when you felt like you truly **contributed** to the success of a team goal (***Loving)***?
_____
_____

Turn Over for Additional Work Days…
Need to reach us? CWSP Phone 303-710-7040 or cwsp@arrupemail.org

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	**1 Did Not Meet Expectations**	**2 Occasionally Met Expectations**	**3 Met Expectations**	**4 Occasionally Exceeded Expectations**	**5 Consistently Exceeded Expectations**	☐ **CWSP Please Contact Me**

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.

_____

_____

STUDENT: What **feedback** have you received that you know you took to heart and tried to act on (***Intellectually Competent)***:

_____

_____

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	**1 Did Not Meet Expectations**	**2 Occasionally Met Expectations**	**3 Met Expectations**	**4 Occasionally Exceeded Expectations**	**5 Consistently Exceeded Expectations**	☐ **CWSP Please Contact Me**

Comments: Please provide feedback on the student's workday. Specific comments will help the student's ongoing development.

_____

_____

STUDENT: Share how you have used a skill or gift to positively impact your **co-workers and company culture** (***Religious)***

_____

_____

Performance Evaluation Areas of Focus

These areas reflect the specific behaviors and expectations that employers consider when completing your daily timecard and Performance Evaluations. Consider how you can meet and exceed these expectations every day!

Business Etiquette: Respecting people, property and information. Demonstrating courteous behavior, confidentiality, and engaging with all staff according to company culture and expectations	**Initiative and Self-Direction:** Demonstrating motivation and accountability; seeking additional or higher-level work; requiring minimum supervision; anticipating needs; accepting responsibility for actions
Communication: Demonstrating professional and positive listening, non-verbal and verbal communication; projecting a professional image of self through body language word choice, and following instructions	**Persistence:** Remaining active in tasks; not giving up; keeping commitments; overcoming obstacles
Problem Solving & Learning: Asking for help when needed; solving problems independently when able; needing limited retraining; receiving feedback well	**Teamwork & Collaboration:** Cooperating with others; developing positive working relationships; expressing opinions with professionalism
Precision & Accuracy: Delivering products and services that meet workplace standards; correcting errors with little or no help; producing accurate work	**Productivity:** Being adaptable and efficient; being flexible with changes; prioritizing and completing tasks on time; focusing on tasks